

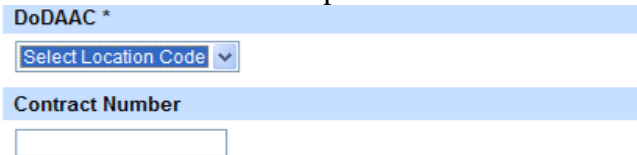
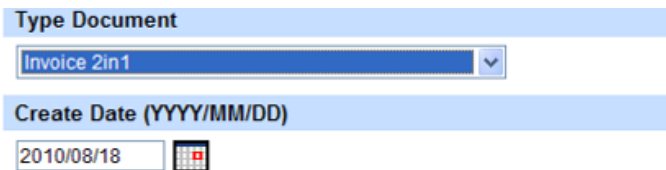
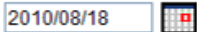


Inspecting Invoice 2-in-1 (Services Only)

Overview The Invoice 2-in-1 (Services) is used any time a contract requires invoice acceptance prior to submission for payment. The 2-in-1 is submitted for service contracts with no supply deliverables or for goods with an "all or nothing" acceptance requirement. The 2-in-1 creates a single Invoice/Receiving Report from one data entry session.

Inspection Procedure Follow the steps below to inspect a 2-in-1 (Services Only) invoice.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click Inspection Folder . 
3	Select a DoDAAC from the DoDAAC drop down menu. Important! The DoDAAC is a required field. Select an appropriate DoDAAC from the drop down menu. 
4	Select the Invoice 2-in-1 from the Type Document drop-down menu.  Create Date (YYYY/MM/DD)  All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.

Continued on next page

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Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																												
5	<p>Click the Submit button.</p> <div><div>Submit</div><div>Help</div></div>																																																																																																												
6	<p>Click on the desired Shipment or Invoice Number to open the document.</p> <p>Inspection Folder for 'S0512A' (7 items, sorted by Contract Number)</p> <table><tr><th>Item</th><th>Type</th><th>Vendor (Payee)</th><th>Contract Number</th><th>Delivery Order</th><th>Shipment Number</th><th>Submitted</th><th>Shipped</th><th>Accepted</th><th>Status</th><th>Purge</th><th>Hold</th><th>Invoice Number</th></tr><tr><td>1</td><td>Invoice 2in1</td><td>0Y8R9</td><td>ABCDEF09C0005</td><td></td><td>2H1WINSP</td><td>2009-08-18</td><td>2009-08-18</td><td></td><td>Submitted</td><td></td><td>H</td><td>2H1WINSP</td></tr><tr><td>2</td><td>Invoice 2in1</td><td>0Y8R9</td><td>ABCDEF09C0005</td><td></td><td>INSPECTORINVOICE</td><td>2009-08-18</td><td>2009-08-18</td><td></td><td>Submitted</td><td></td><td>H</td><td>INSPECTORINVOICE</td></tr><tr><td>3</td><td>Invoice 2in1</td><td>0Y8R9</td><td>ASDFGH09C0001</td><td></td><td>SER0001Z</td><td>2009-08-18</td><td>2009-08-18</td><td></td><td>Submitted</td><td></td><td>H</td><td>0001</td></tr><tr><td>4</td><td>Invoice 2in1</td><td>00099</td><td>DAAB0797DB688</td><td>8888</td><td>SERK22Z</td><td>2010-07-28</td><td>2010-07-30</td><td></td><td>Submitted</td><td></td><td>H</td><td>BBB022Z</td></tr><tr><td>5</td><td>Invoice 2in1</td><td>1J3E7</td><td>HC104710P1001</td><td>1001</td><td>SERF100Z</td><td>2010-08-20</td><td>2010-08-31</td><td></td><td>Submitted</td><td></td><td>H</td><td>DISA5013</td></tr><tr><td>6</td><td>Invoice 2in1</td><td>06481</td><td>N0030609C0601</td><td></td><td>SERA123</td><td>2009-08-12</td><td>2007-06-12</td><td></td><td>Submitted</td><td></td><td>H</td><td>MINE206</td></tr><tr><td>7</td><td>Invoice 2in1</td><td>08DL0</td><td>SPM150P104712</td><td></td><td>SERS123Z</td><td>2010-10-15</td><td>2010-10-14</td><td></td><td>Submitted</td><td></td><td>H</td><td>TST13</td></tr></table> <p>Note: See “Description of Columns Heading” section for more information of the Columns.</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	1	Invoice 2in1	0Y8R9	ABCDEF09C0005		2H1WINSP	2009-08-18	2009-08-18		Submitted		H	2H1WINSP	2	Invoice 2in1	0Y8R9	ABCDEF09C0005		INSPECTORINVOICE	2009-08-18	2009-08-18		Submitted		H	INSPECTORINVOICE	3	Invoice 2in1	0Y8R9	ASDFGH09C0001		SER0001Z	2009-08-18	2009-08-18		Submitted		H	0001	4	Invoice 2in1	00099	DAAB0797DB688	8888	SERK22Z	2010-07-28	2010-07-30		Submitted		H	BBB022Z	5	Invoice 2in1	1J3E7	HC104710P1001	1001	SERF100Z	2010-08-20	2010-08-31		Submitted		H	DISA5013	6	Invoice 2in1	06481	N0030609C0601		SERA123	2009-08-12	2007-06-12		Submitted		H	MINE206	7	Invoice 2in1	08DL0	SPM150P104712		SERS123Z	2010-10-15	2010-10-14		Submitted		H	TST13				
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7	<p>Review the data under the Header tab.</p> <p>Inspector - Invoice 2-in-1</p> <div><div>Header</div><div>Line Item</div><div>ACRNs</div><div>Addresses</div><div>Misc. Info</div><div>Preview Document</div></div> <table><tr><td colspan="2">Contract Number</td><td colspan="2">Delivery Order</td><td colspan="2">Issue Date</td></tr><tr><td colspan="2">ASDFGH09C0001</td><td colspan="2"></td><td colspan="2"></td></tr><tr><td>Invoice Number</td><td>Invoice Date</td><td>Final Invoice?</td><td colspan="3">Invoice Received Date</td></tr><tr><td>0001</td><td>2009/08/18</td><td>N</td><td colspan="3">2009/08/18</td></tr><tr><td colspan="4">Summary of Detail Level Information</td><td colspan="2">Total</td></tr><tr><td colspan="4">1 CLIN/SLIN(s)</td><td colspan="2">\$ 200.00</td></tr><tr><td colspan="4">0 Miscellaneous Amount(s)</td><td colspan="2">\$ 0.00</td></tr><tr><td colspan="4">Document Total:</td><td colspan="2">\$ 200.00</td></tr><tr><td colspan="2">Shipment Number</td><td colspan="2">Shipment Date</td><td colspan="2">Final Shipment</td></tr><tr><td colspan="2">SER0001Z</td><td colspan="2">2009/08/18</td><td colspan="2">Y</td></tr></table>	Contract Number		Delivery Order		Issue Date		ASDFGH09C0001						Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date			0001	2009/08/18	N	2009/08/18			Summary of Detail Level Information				Total		1 CLIN/SLIN(s)				\$ 200.00		0 Miscellaneous Amount(s)				\$ 0.00		Document Total:				\$ 200.00		Shipment Number		Shipment Date		Final Shipment		SER0001Z		2009/08/18		Y																																																	
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8	<p>Click the Line Item tab and review the data. Enter ACRN, SDN and/or AAA data if required.</p> <p>Inspector - Invoice 2-in-1</p> <div><div>Header</div><div>Line Item</div><div>ACRNs</div><div>Addresses</div><div>Misc. Info</div><div>Preview Document</div></div> <table><tr><td colspan="2">Contract Number</td><td colspan="2">Delivery Order</td><td colspan="2">Shipment Number</td><td colspan="2">Shipment Date</td><td colspan="2">Invoice Number</td><td colspan="2">Invoice Date</td></tr><tr><td colspan="2">ASDFGH09C0001</td><td colspan="2"></td><td colspan="2">SER0001Z</td><td colspan="2">2009/08/18</td><td colspan="2">0001</td><td colspan="2">2009/08/18</td></tr><tr><td colspan="10">Total (\$):</td><td colspan="2">200.00</td></tr><tr><td>Item No.</td><td>Stock Part No.</td><td>Type</td><td>Qty. Delivered</td><td>Unit</td><td>Unit Price (\$)</td><td colspan="6">Amount (\$)</td></tr><tr><td>0001</td><td>none</td><td>VP</td><td>1</td><td>EA</td><td>200</td><td colspan="6">200.00</td></tr><tr><td colspan="2">AAI</td><td colspan="2">SDN</td><td colspan="2">ACRN</td><td colspan="6"></td></tr><tr><td colspan="2"><div></div></td><td colspan="2"><div></div></td><td colspan="2"><div></div></td><td colspan="6"></td></tr><tr><td colspan="12">Description</td></tr><tr><td colspan="12">test</td></tr></table>	Contract Number		Delivery Order		Shipment Number		Shipment Date		Invoice Number		Invoice Date		ASDFGH09C0001				SER0001Z		2009/08/18		0001		2009/08/18		Total (\$):										200.00		Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)						0001	none	VP	1	EA	200	200.00						AAI		SDN		ACRN								<div></div>		<div></div>		<div></div>								Description												test											
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Inspecting Invoice 2-in-1 (Services Only)

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
10	<p>Click the Header tab and scroll to the bottom of the screen.</p> <p>Inspector - Invoice 2-in-1</p> <div><div>Header</div><div>Line Item</div><div>ACRNs</div><div>Addresses</div><div>Misc. Info</div><div>Preview Document</div></div>
11	<p>Click the checkbox Inspected then:</p> <ul style="list-style-type: none">• Enter the Date Received and• Click the Submit button. <div><div>ACTION BY: S0512A *</div><div><div><input checked="" type="checkbox"/> Inspected</div><div>Date Received</div></div><div><div><input type="checkbox"/> Reject to Initiator</div><div>2010/10/19<div></div></div></div></div> <div><div>Submit</div><div>Save Draft Document</div><div>Previous</div><div>Help</div></div>
12	<p>View the verification screen.</p> <p>Success</p> <div><div>The Invoice 2-in-1 (Services Only) was successfully inspected.</div><div><div>Contract Number</div><div>Delivery Order</div><div>Shipment Number</div><div>Invoice Number</div></div><div><div>ASDFGH09C0001</div><div>SER0001Z</div><div>0001</div></div><div>Email sent to Vendor: WAWFbta@yahoo.com</div><div>Email sent to Vendor: mech_navsisa_wawf_test@navy.mil</div><div>Email sent to Acceptor: WAWFbta@yahoo.com</div><div>Send Additional Email Notifications</div><div>Tue Oct 19 05:34:19 MST 2010</div></div>